

12 November 1968

MEMORANDUM FOR : Acting/D/DCI/NIPE

SUBJECT : Preparation for Future ExCom Meetings

1. It has become the norm to receive the NRO budget proposals only a few days before the ExCom meeting. As a result, preparation and review is necessarily hurried and it is difficult to treat the proposals with the consideration they deserve.

2. A technique widely used is to have representatives of principals meet several days before the principals themselves meet. Doing so permits -- for all participants -- early resolution of questions that are technical in nature, including those dealing with feasibility and costs. Such a meeting should have the tremendous advantage for NRO of having to answer questions only once.

3. Consequently, I would like to propose that, in the future, a Pre-ExCom meeting be held, hopefully two weeks before the Ex-Com meeting. Attendees should be representatives of NRO, DDR&E, PSAC, BOB, DD/S&T, and NIPE. This meeting should be chaired by NIPE. DNRO would, of course, have to distribute his proposals somewhat earlier than he is doing at present. Finally, I would like to recommend for your consideration that this proposal for a Pre-ExCom meeting might be pursued most effectively if it were to be laid before tomorrow's meeting of the ExCom by the DCI.

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